

HOUSING REHABILITATION COORDINATOR

DEFINITION:

Under general supervision of the Director of Business Assistance and Housing Services, coordinates housing rehab programs, performs technical inspections of residential and commercial properties pertaining to rehabilitation of housing and commercial properties; performs general work as needed for City/Agency Housing Program (e.g., CDBG, BMR); investigates and promotes improvement of substandard housing conditions.

CLASS CHARACTERISTICS:

Successful performance in this class requires the ability to interpret, explain, and apply building codes and regulations, particularly as they apply to housing rehabilitation, and to deal effectively and flexibly with homeowners, contractors, property owners and concerned citizens.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Survey existing residential and commercial property conditions, prepare work write-ups, cost estimates, contract bid documents and on-going site inspections to completion of rehabilitation work.
2. Communicate rehabilitation needs to applicants.
3. Ensure compliance with applicable building codes.
4. Mediate unanticipated problems that have developed in the field and work with the contractor, homeowner, and property owners to correct noted deficiencies.
5. Assist in problem resolution, including researching applicable documentation with particular emphasis on housing rehabilitation.
6. Prepare detailed inspection reports, for residential and commercial properties.
7. Prepare correspondence, and maintain records.
8. Develop and administer Rehab program guidelines.

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9. Process and verify applications for City/Agency Affordable Housing Programs including the BMR and Rehab programs.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. Applicable City, County, State, and Federal laws, codes, ordinances and regulations.
2. Building inspection and code enforcement methods and techniques.
3. Bidding and contracting.
4. Typical construction and rehabilitation methods and materials.
5. Objectives of assisted housing conservation programs.
6. Basic principles of general contracting and cost estimating.
7. General Affordable Housing Programs and projects and Commercial Rehab Programs.

Skill in:

1. Interpreting, applying, and explaining complex codes, laws, regulations and City Program Guidelines to a wide range of community members.
2. Reading and interpreting construction plans and specifications.
3. Detecting housing hazards and recommending corrective actions.
4. Performing arithmetic computations related to cost estimating.

Ability to:

1. Exercise tact, resourcefulness, sensitivity, and persuasion in dealings with variety of individuals from a broad socioeconomic base.

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2. Gain the cooperation and compliance of individuals and organizations.
3. Prepare clear and concise progress and documentation reports.
4. Make presentations to individuals and small groups interested in City Programs.

JOB REQUIREMENTS:

1. Possession of a California Class C drivers license in compliance with adopted City driving standards.

JOB REQUIREMENTS (continued):

2. Equivalent to graduation from high school, plus two years of direct building trades experience.
3. Training and experience sufficient to have acquired technical expertise in residential and commercial rehabilitation.
4. Willingness to work out-of-doors in varying weather and physically capable of sustaining walking, standing, and climbing.

OTHER QUALIFICATIONS:

1. College-level course work in a related technical curriculum and/or an appropriate certification is desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Calculator
5. Telephone
6. Automobile
7. Camera
8. Pager
9. Two-way radio
10. Ladders
11. Miscellaneous hand tools

PHYSICAL DEMANDS:

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1. Mobility
2. Speaking/hearing/seeing
3. Crawling/stooping/bending
4. Sitting/standing
5. Pushing/pulling
6. Climbing
7. Reaching/twisting
8. Speed in meeting deadlines
9. Lifting up to 30 lbs.
10. Driving

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 60% of the time
Travel: varying conditions, 40% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying low to high equipment noise
3. Flooring: asphalt, gravel, grass, dirt, rock, stairs, etc.
4. Dust: varying outdoor levels
5. Hazards: inspections of properties under any and all phases of construction or demolition. Exposure to rough electrical wiring, mechanical and chemical hazards, and irritants.